



NOAA Budget Office CAMS Policies and Procedures

Internal Fund Transfer Procedures

March 12, 2003

No.	Item	Procedure
1	Budget Allowance Advice No.	Enter the NOAA Allowance Advice number from the Allowance Advice Form issued by NOAA Budget Execution and Operations Division (BEX).
2	Fiscal Year	Enter the fiscal year. E.g., 2003
3	Fund Code	Enter the CAMS fund code and description. E.g., 02
4	Fund Title	Enter the fund title. E.g., Internal Fund
5	Program Code	Enter the CAMS program code. E.g., 09-01-01-000
6	Program Title	Enter the program title. E.g., NOS Internal Fund
7	Transferring Org Code	Enter the transferring organization's CAMS organization code. E.g., 10
8	Transferring Org Title	Enter the transferring organization's title. E.g., NOS
9	Transferring Org Amount	Enter the amount of the funds to be transferred out.
10	Receiving Org Code	Enter the receiving organization's CAMS organization code. E.g., 20
11	Receiving Org Title	Enter the receiving organization's title. E.g., NWS
12	Receiving Org Amount	Enter the amount of the funds to be transferred in.
13	Transfer Description	1) Enter the organization codes and purpose of the transfer to be entered in the notes field in the Allotment Transaction Screen to provide additional information for the transfer. E.g., Transfer 10 to 20 for specified purpose. 2) Enter the effect date of the funds availability to be transferred. E.g., 01-OCT-2002
14	LO Contact	Enter line office contact person's name for addressing additional information required.
15	LO Contact Email	Enter the line office contact person's Email address.
16	LO Contact Phone	Enter the line office contact person's phone number.
17	LO Authorized Signature	For fax requests only, sign the funds form. For Email requests, the form must be sent from an authorized line office personnel.
18	LO Authorized Name	Enter the authorized personnel's name requesting the funds transfer.
19	Date (Request)	Enter the date of the funds transfer request.
20	Budget Office Processed by Budget Analyst	When the transfer has been completed in the Establish Internal Fund Ceiling transaction Screen (FM065), the analyst will enter their name.
21	Date (Processed)	The Budget Execution and Operations Division analyst will enter the system date the transfer was completed.
22	CAMS Transaction No.	The Budget Execution and Operations Division analyst will enter the transaction number of the transfer for future reference.

No.	Item	Procedure
23	CAMS Advice & Change No.	The Budget Execution and Operations Division analyst will enter the advice number of the transfer for future reference.
		<p>After completing the form, Email the form to the NOAA Budget Execution and Operations analyst assigned to the line office, (by attaching the form to an Email).</p> <p>Note: The requester's Email account must be the line office personnel authorized to request funds transfers.</p> <p>An example of a completed form is attached.</p>

Internal Fund Transfer Form

Budget Allowance Advice No: 1

Fiscal Year: 2003

Fund Code: 02

CAMS

09 - 01 - 01 - 000

Title: Internal Fund

Title: NOS Internal Fund

Transferring Organization			Receiving Organization		
Org Code	Org Title	Amount	Org Code	Org Title	Amount
10	NOS	1,234,567	20	NWS	1,234,567

Transfer Description:

- 1) Transfer 10 to 20 for specific purpose
- 2) Effective 01-OCT-2002

Line Office:

For Additional Information, LO Contact:

Name: Didi Rinaldo

Email: Didi.Rinaldo@noaa.gov

Phone: (301) 555-1212

LO Authorized Personnel Signature
(for Fax Only):

Name: Didi Rinaldo

Date: Oct. 8, 2002

Budget Office:

Processed by Budget Analyst:

Name: Robin Turner

Date: Oct. 10, 2002

CAMS Transaction No:

14

CAMS Advice & Adjustment No:

03 - 06 - 1